

# Chapter 8

## Electronic Reporting

This chapter provides information on the various electronic methods available to you for reporting. Your working relationship with us will not change as a result of the contract between us and our EC service provider.

### NOTE

*You **must** contact our help desk whenever you are considering an upgrade to your computer's operating system. You may be unable to create/send your monthly royalty reports to us if you upgrade operating systems without verifying that the electronic website will work with that particular operating system. Please contact our help desk at the number listed in Appendix A to verify that the operating system you are considering is compatible.*

### NOTE

*Electronic Reporting Guidelines are updated frequently. Go to the Electronic Reporting section on our website at the address in Appendix A.*

### 8.1

## Electronic Reporting Requirements

Mandatory electronic reporting became effective November 1, 1999, with the issuance of the Electronic Reporting, Final Rule, 64 FR 38116, July 15, 1999. The rule includes several exceptions that minimize the impact that electronic reporting might have on small businesses. You must use the Ecommerce Website unless you are a small business as defined by the U.S. Small Business Administration and you have no computer, no resources to purchase a computer or contract with an electronic reporting service, nor access to a computer at a local library or other public facility. You can find the final rule, including these exceptions, on our website listed in Appendix A.

The ONRR web site can assist Royalty Reporters to set up an account with ONRR, to report and pay royalties to ONRR, Tribes, and/or allottees properly, and to contact us for assistance.

The best source of information about ONRR's electronic reporting environment is our web site, at [www.onrr.gov](http://www.onrr.gov). The main Reporting/Paying tab contains links to all the information you need to set up an electronic reporting account with ONRR.

8.2

## Electronic Reporting Web Site

You may use our secure website at <https://onrrreporting.onrr.gov> to complete Form ONRR-2014 at no cost. If you have report data residing in an electronic format; for example, Microsoft Excel or other spreadsheets, legacy systems, etc., this option enables you to upload Comma Separated Value (CSV) or American Standard Code for Information Interchange (ASCII) report files. See “Form ONRR-2014 CSV Format” on page 8-8 and “Form ONRR-2014 ASCII Format” on page 8-9. When you upload or enter data online into the electronic reporting form, our system runs a validation protocol on it. This validation assures the report meets specific criteria for correct reporting. A list of the validation edits can be found on our web site. Once reports are received and validated, they are sent to our financial system by means of nightly uploads.

Each party, at its own expense, provides and maintains all equipment, communication linkages, commercial Internet Service Provider or other EC Service Provider, and testing necessary to effectively and reliably transmit and receive data.

8.3

## Form ONRR-2014 – CSV Format

These formats are effective as of October 1, 2001. You may submit reports in CSV format using electronic reporting option 1 (see page 8-4).

First, you create the report in a spreadsheet, and then save it as a CSV file type. Spreadsheets that place quotes around data are not acceptable; for example, “012001.” Enter all data in the spreadsheet. After saving a CSV file, you have two files—one with an extension unique to the spreadsheet software, the other with the extension .csv.

### NOTE

*Never reopen or double-click the CSV file in the spreadsheet software. Always make your corrections in your original spreadsheet file, and then resave it to a CSV file. If you need to view the CSV file, view it in a text editor, such as WordPad, Notepad, etc. If you open the CSV file in the spreadsheet software, you will lose all of the formatting from the spreadsheet file. We can mail you sample files upon request.*

8.3.1

### Format Requirements

All record fields must comply with the following requirements:

- Volume/value fields must contain an explicit decimal and be carried to two places; for example, 1299.00 or 0.00, not 1299 or 0.

- Use an explicit negative sign to indicate negative values. Put this sign in the leading position with no intervening spaces; for example, -1299.00.
- Do not use commas when formatting numeric fields; for example, 1299.00, not 1,299.00.
- Do not use dollar signs for value fields.
- Use MMCCYY formatted as text for dates.
- Do not use quotation marks (“”) or apostrophes (’) or special characters.
- Right justify numeric fields. Do **not** add leading zeros. Leading zeros will be added during the conversion process if necessary.
- Left justify text fields. Text fields must be correctly formatted to account for legitimate leading zeros; for example, the product code for condensate must be 02, not 2.
- In the Maximum Width column, X equates to alphanumeric characters, and 9 equates to numeric digits. The number enclosed in parentheses ( ) is the number of characters/digits allowed for that specific field.
- Submit Federal and Indian data as separate reports.
- Headers and trailers are required to separate multiple reports in a single file. Do not use blank lines between reports.

The following example shows multiple reports in a single file.

**First payor code**

Payor code 12345	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment
Payor code 12345	Header record
Indian data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

**Second payor code**

Payor code 23456	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

Payor code 23456	Header record
Indian data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

**Third payor code**

Payor code 3	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

8.3.2

**CSV Record Layout**

For more information on CSV layout, see the electronic commerce information on our website listed in Appendix A.

The following record layout shows entry information for Form ONRR-2014 in CSV format. In the example layout, “X” represents text and “9” represents numbers. The number enclosed in parentheses ( ) translates to the number of characters required for that field. For example, X(5) means the field requires 5 text characters; 9(9).99 means the field requires 11 numbers: 9 numbers to the left of the decimal and 2 numbers to the right of the decimal.

Column	Field name	Max width	Description
<b>Header</b>			
A	Record Type	X(1)	Must be completed with a literal ‘1’
B	Payor Code	X(5)	Must be completed
C	Form Type	X(3)	Must be completed with a literal ‘(ROY)’
D	Payor-Assigned Document Number	X(8)	Must be completed
E	Combine Indicator	X(2)	Leave blank

Column	Field name	Max width	Description
<b>Detail</b>			
A	Record Type	X(1)	Must be completed with a literal '2'
B	Lessor Code	X(1)	Must be completed with a literal '1' for Federal, or a literal '2' for Indian
C	Payor Line Num	X(6)	Must be completed
D	Reserved For Preparer's Use	X(20)	May be left blank
E	ONRR Lease Number	X(11)	Must be completed with a valid ONRR-converted lease number consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field can accommodate 11 digits (a 2-digit suffix for future needs). If the lease number has a single-digit suffix, left justify it.
F	ONRR Agreement Number	X(11)	Complete or leave blank. The agreement number consists of three parts: the prefix equals X(3), left justify; the serial number equals X(6), right justify; the suffix equals X(2), left justify.
G	API Well No.	X(15)	Complete or leave blank. Report this number only if required by ONRR on certain Indian properties and offshore deep water wells under royalty relief. If you are required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 490051234500S01.
H	Product Code	X(2)	Must be completed or zero filled
I	Sales Type Code	X(4)	May be left blank
J	Sales MO/YR	X(6)	Must be completed using MMCCYY
K	Transaction Code	X(2)	Must be completed

Column	Field name	Max width	Description
<b>Detail (continued)</b>			
L	Adjustment Reason Code	X(2)	May be left blank
M	Sales Volume (Mcf/bbls/gal/long tons)	-9(9).99	Must be completed for selected product codes
N	Gas MMBtu	-9(9).99	Must be completed for selected product codes
O	Sales Value	-9(9).99	May be left blank
P	Royalty Value Prior to Allowances	-9(9).99	May be left blank
Q	Transportation Allowance	-9(9).99	May be left blank
R	Processing Allowance Deduction	-9(9).99	May be left blank
S	Royalty Value Less Allowances	-9(9).99	Must be completed
T	Payment Method	X(1)	Must be completed
<b>Report trailer</b>			
A	Record Type	X(1)	Must be completed with a literal '3'
B	Report Line Count	9(7)	Must be completed
C	Report Total	-9(11).99	May be left blank
D	Checks to ONRR (PM1) Amount	-9(11).99	May be left blank
E	Indian Direct Pay (PM2)	-9(11).99	May be left blank
F	EFT Payments (PM3)	-9(11).99	May be left blank

Column	Field name	Max width	Description
<b>Report trailer (continued)</b>			
G	Royalty In Kind (PM4)	-9(11).99	May be left blank
H	Checks to ONRR for BIA (PM5)	-9(11).99	May be left blank
I	Other (For Future Use) (PM6)	-9(11).99	May be left blank
J	Indian Lockbox (PM7)	-9(11).99	May be left blank
K	Total Payments Reported	-9(11).99	Must be completed
<b>Payment trailer</b>			
A	Record Type	X(1)	Must be completed with a literal '4'
B	Doc ID 1	X(22)	Fill with valid data, or may be left blank
C	Doc ID Amount 1	-9(11).99	Must be a negative value, or may be left blank
D	Doc ID 2	X(22)	Fill with valid data, or may be left blank
E	Doc ID Amount 2	-9(11).99	Must be a negative value, or may be left blank
F	Doc ID 3	X(22)	Fill with valid data, or may be left blank
G	Doc ID Amount 3	-9(11).99	Must be a negative value, or may be left blank
H	Net Payment For This Report	-9(11).99	Must be completed
I	Authorized Name	X(30)	Must be completed
J	Date	X(8)	Must be completed

8.4

## Form ONRR-2014 ASCII Format

These reporting instructions are effective as of October 1, 2001. Submit reports in ASCII format using electronic reporting option 2 (see page 8-9).

ASCII files are created from mainframe systems and are unique to the specific company. ONRR is responsible for only the format of the ASCII file, not how the ASCII file is created.

8.4.1

### Format Requirements

All record fields must comply with the following requirements:

- All numeric data are unpacked.\* (Unpacked means that only ASCII symbols are allowed. No negative signs, dollar signs, or decimals may be used.)
- Do not use special characters.
- Use 170-character fixed length plus a carriage return and a line feed for each line.
- Federal and Indian data must be submitted as separate reports.
- ONRR uses headers and trailers to separate reports in a single file. Do not use blank lines between reports.

The following example shows multiple reports in a single file.

#### First payor code

Payor code 12345	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

Payor code 12345	Header record
Indian data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

#### Second payor code

Payor code 23456	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

Payor code 23456	Header record
Indian data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment



**Third payor code**

Payor code 3	Header record
Federal data	Detail line item record(s)
	Trailer record—report
	Trailer record—payment

8.4.2

**ASCII Record Layout**

For more information on ASCII layout, see the electronic commerce information on our website listed in Appendix A.

The following record layout shows entry information for Form ONRR-2014 in ASCII format. In the example layout, “X” represents text and “9” represents numbers. The number enclosed in parentheses ( ) translates to the number of characters required for that field. For example, X(5) means the field requires 5 text characters; 9(9).99 means the field requires 11 numbers: 9 numbers to the left of the decimal and 2 numbers to the right of the decimal. Unpacked data are indicated by an asterisk.

Field name	Maximum width	Description
<b>Header record</b>		
Record Type	9(1)	Must be completed with a literal ‘1’
Payor Code	X(5)	Must be completed
Form Type	9(3)	Must be completed with a literal ‘(ROY)’
Payor Assigned Document Number	9(8)	Must be completed
Combined Indicator	X(2)	Leave spaces
Filler	X(151)	Leave blank
Carriage Control	HEX OD	ASCII 13
Line Feed	HEX OA	ASCII 10

Field name	Maximum width	Description
<b>Detail record</b>		
Record Type	9(1)	Must be completed with a literal '2'
Lessor Code	9(1)	Must be completed with a literal '1' for Federal, or a literal '2' for Indian
Payor Line Number	9(6)	Fill with valid data and leading zeros or spaces
Reserved For Preparer's Use	X(20)	May be completed or filled with spaces
ONRR Lease Number	X(11)	Must be completed with a valid ONRR-converted lease number consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field can accommodate 11 digits (a 2-digit suffix for future needs). If the lease number has a single-digit suffix, left justify fill with space.
ONRR Agreement Number	X(11)	Complete or fill with spaces. The agreement number consists of three parts. The prefix equals X(3), left justify; the serial number equals 9(6), right justify; the suffix equals X(2), left justify.
API Well No.	X(15)	Complete or fill with spaces. Report this number only if required by ONRR on certain Indian properties and offshore deep water wells under royalty relief. If you are required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 490051234500S01.
Product Code	9(2)	Fill with valid data and leading zeros or all zeros.
Sales Type Code	X(4)	Complete or leave spaces

Field name	Maximum width	Description
<b>Header record</b> (continued)		
Sales MO./YR	9(6)	Must be completed using MMCCYY format
Transaction Code	9(2)	Must be completed
Adjustment Reason Code	9(2)	Fill with valid data including leading zeros or all zeros.
Sales Volume (Mcf/bbls/gal/long tons)	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Gas MMBtu	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Sales Value	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Royalty Value Prior to Allowances	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Transportation Allowance Deduction	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Processing Allowance Deduction	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Royalty Value Less Allowances	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Payment Method	9(1)	Fill with valid data including leading zeros or all zeros.
Filler	X(11)	Leave blank
Carriage Control	HEX OD	ASCII 13
Line Feed	HEX OA	ASCII 10

Field name	Maximum width	Description
<b>Report trailer record</b>		
Record Type	9(1)	Must be completed with a literal '3'
Report Line Count	9(7)	Fill with valid data including leading zeros or all zeros.
Report Total	S9(9)V99*	Fill with valid data including leading zeros or all zeros.
Checks to ONRR (PM1)	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Indian Direct Pay (PM2)	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
EFT Payments (PM3)	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Royalty In Kind (PM4)	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Checks To ONRR for BIA (PM5)	S9(11)V99*	Fill with valid data including leading zeros or all zeros
Other (For Future Use) (PM6)	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Indian Lockbox (PM7) Amount	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Total All Payments	S9(11)V99*	Fill with valid data including leading zeros or all zeros.
Filler	X(45)	Leave blank
Carriage Control	HEX OD	ASCII 13
Line Feed	HEX OA	ASCII 10

Field name	Maximum width	Description
<b>Payment trailer record</b>		
Record Type	9(1)	Must be completed with a literal '4'
Doc ID 1	X(22)	Must be completed or spaces
Doc ID Total 1	S9(11)V99*	Fill with valid negative data including leading zeros or all zeros.
Doc ID 2	X(22)	Must be completed or spaces
Doc ID Total 2	S9(11)V99*	Fill with valid negative data including leading zeros or all zeros.
Doc ID 3	X(22)	Must be completed or spaces
Doc ID Total 3	S9(11)V99*	Fill with valid negative data including leading zeros or all zeros.
Net Payment For This Report	S9(11)V99*	Fill with valid negative data including leading zeros or all zeros.
Authorized Name	X(30)	Must be completed
Date	X(8)	Must be completed
Filler	X(13)	Leave blank
Carriage Control	HEX OD	ASCII 13
Line Feed	HEX OA	ASCII 10
End of File Marker	HEX 1A	

**ASCII symbols for negative amounts.** The ASCII symbols are placed in the last position of the negative number; for example, -425.34 should look like 000000004253M.

}	=	-0	N	=	-5
J	=	-1	O	=	-6
K	=	-2	P	=	-7
L	=	-3	Q	=	-8
M	=	-4	R	=	-9